

Job Title:	<b>Administrative Assistant II (C&amp;I)</b>
Job Description Number:	<b>1101</b>
Department/Division:	<b>Public Works/Engineering</b>
Exemption Status:	<b>Non-Exempt</b>
Pay Grade:	<b>208</b>
Immediate Supervisor:	<b>Construction &amp; Inspection Manager</b>
Normal Work Schedule:	<b>Mon-Fri, 8 hours/day</b>

**Brief Description of the Job:**

Provide administrative support to the Construction Inspection Bureau of the Public Works department by providing information and services to callers, visitors, and inter-office personnel. Receive and direct phone calls, provide information needed, type, print, and distribute correspondence, maintain supply inventory, make travel arrangements as necessary, collect, stamp, and distribute mail, monitor operating budget, and help prepare reimbursement forms for expenses, travel, and training. Also complete general encroachments, air-rights/surface/sub-surface encroachments, pay invoices, process payroll, and work with inspectors on site grading permits.

**Essential Functions:**

**Provide administrative support (25%):** Answer phone, provide information to contractors, developers, homeowners, and department employees. Type various correspondence, copy, scan, and fax. Order office supplies and other equipment. Maintain filing system. Maintain communications with outside agencies as well as other City departments. Collect and process payroll information.

**Provide assistance with general encroachment process (25%):** Provide information to contractors, homeowners, etc. regarding general encroachment process. Receive general encroachment applications for processing. Check status of business licenses. Call applicant regarding status of encroachment. Make and distribute copies to AP and files encroachment documents.

**Computer entry (25%):** Enter approved general encroachments in City Works. Enter air rights encroachment information into AS400. Enter payroll information into AS400. Enter status of site grading permits into AS400 and enter site grading permits on spreadsheet. Enter service requests. Enter invoices to be paid.

**Provide assistance with air rights/surface encroachments (15%):** Provide information to applicants regarding requirements for processing air rights, surface, and sub-surface encroachments. Collect all information for processing, sometimes requiring calling applicants to get proper information needed. Compile information, collect encroachment fee, take payments to AP for processing, and distribute applications for inter-office signatures. In accordance with legal, make changes to declaration of encroachment documents. Mail letters with drawing of encroachment to those within 100 ft. of said encroachment.

**Develop and maintain records (10%):** Set up and maintain files for encroachments, paid invoices, payroll information, and departmental personnel files.

Other duties and responsibilities as assigned.

### **Physical Demands**

**Overall Strength Demands:** Light strength demands include exerting up to 20 pounds occasionally, 10 pounds frequently, or negligible amounts constantly AND/OR walking or standing to a significant degree.

**Physical Demands:** Frequently requires standing, fine dexterity, walking, sitting, reaching, handling, vision, hearing, and talking. Occasionally requires lifting, carrying, bending, crouching, and twisting. Rarely requires pushing/pulling and climbing.

**Machines, Tools, Equipment, and Work Aids:** None

**Computer Equipment and Software:** Word, Excel, CityWorks, MapIt, and AS400.

### **Working Conditions**

**Overall Working Conditions:** Good: Relatively free from unpleasant environmental conditions or hazards.

**Environmental Factors:** None.

**Health and Safety:** Occasional exposure to communicable diseases.

**Primary Work Location:** Office Environment.

**Protective Equipment Required:** None

### **Non-Physical Demands**

Frequently requires frequent change of tasks, performing multiple tasks simultaneously, working closely with others as part of a team, and tedious or exacting work. Occasionally requires time pressures and noisy/distracting environment. Rarely requires emergency situations.

### **Job Requirements**

**Formal Education:** Two year Associate's degree or equivalent in Administrative Science is required.

**Experience:** Over two years of experience in secretarial field and dealing with the public is required.

**Driver's License Required:** Class D South Carolina license.

**Certifications and Other Requirements:** None.

### **Job Demands**

**Reading:** Intermediate Level: Ability to read papers, periodicals, journals, manuals, policies, dictionaries, thesauruses, and encyclopedias.

**Math:** Intermediate Level: Ability to deal with a system of real numbers; and practical application of fractions, percentages, ratios/proportions and measurement.

**Writing:** Intermediate Level: Ability to write reports, prepare business letters, summaries, meeting minutes, and emails using proper format, punctuation, spelling, and grammar, using all parts of speech.

**Human Collaboration Skills:** Work may require providing basic information to others outside direct reporting relationships on procedures or general policies. Contact may require the consideration of different points of view to reach understanding and gain cooperation and acceptance of ideas. Work has a high impact on the organization. External contacts include general public, vendors, insurance agents, SCDOT, Greenville County, contractors, and utility companies. Internal contacts include Building and Zoning, Legal, Engineering, Public Works, and Planning and Development.

**Management and Supervision:** Work requires the occasional direction of helpers, assistants, seasonal employees, interns, or temporary employees.

**Technical Skill:** Basic skill: Work requires the use of standard technical skills appropriate to the work environment of the organization. Comprehensive application: Consequences of work affect large groups as well as the customer-base at large.

### **Freedom to Act and Impact of Action**

Receives Direction: The employee normally performs the duty assignment after receiving general instructions as to methods, procedures, and desired end results. There is some opportunity for discretion when making selections among a few, easily identifiable choices. The assignment is usually reviewed upon completion. Moderate impact of action: Moderate benefits or costs in time, money, or public/employee relations.

### **Disclaimer**

The above information on this description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties, responsibilities, and qualifications required of employees assigned to this job.